

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 7.02.00
SUBJECT: UNIFORMS
EFFECTIVE: JANUARY 28, 2003
REVIEW: JANUARY 2005

1. PURPOSE. Distinctive uniforms which are properly worn and cared for project the image of an alert, responsive agency which takes pride in its work.

2. POLICY. It is the policy of this department that all members shall present a professional appearance, and all members shall comply with the specifications outlined in this order.

3. UNIFORMS. The uniform identifies the person wearing it as a member of the department. It provides a high level of visibility and forms the basis of a citizen's first impression of the member. The City of Beaverton provides the basic uniforms, accessories and required leather/nylon gear to new employees, and provides replacements or additions as needed. The Training Division maintains a detailed list of uniforms, accessories, and equipment for each employee. Each employee is responsible for maintaining his or her uniform and accessories in a clean, workable condition.

A. Wearing the Uniform. Members are responsible for wearing the proper and complete department uniform in the following prescribed manner:

- 1) Uniforms will be kept clean, of proper fit, and well pressed.
- 2) Wearing of issued uniform hats is optional.
- 3) Uniforms will be worn with all buttons completely fastened. The only exception will be the top button of the lay-down collar shirt. Long sleeve shirts will not be rolled up. All buttons will be fastened.
- 4) Items carried in the uniform pocket that "print" or show-through the uniform are discouraged. Good judgment will be the guiding factor.
- 5) The uniform shirt of the day shall be the decision of the member.
- 6) T-shirts, low turtleneck or dickey type shirts, if visible, shall be black and in good repair. The sleeves of the T-shirt shall not protrude below the sleeve of the uniform shirt. The only visible insignia permitted on turtlenecks is "BPD" in gray

or silver thread monogrammed letters. The letters should be approximately one inch in height, and offset to the left of center.

- B. Uniform Prohibitions. Mixing portions of the uniform with civilian clothing is prohibited, unless authorized by a supervisor or when responding to an emergency scene from an off-duty status.

Members may wear their uniforms to and from work, but shall wear civilian attire which conceals their badge, weapon, and police patches. Off-duty members shall not wear as an outer garment any part of the police uniform that easily identifies the wearer as a member of the department, except as authorized for special circumstance.

- C. Uniform Maintenance. All members will maintain their uniforms in good condition. As the uniform becomes worn or damaged, it should be repaired or replaced as necessary.

- D. Department Issued Rainwear. Department issued rainwear will be worn in conjunction with the above described uniform and not in place of the uniform. Department issued rainwear pants will be worn outside the boot and only during times of inclement weather or probable inclement weather.

- E. Department Coveralls. Department issued coveralls, flight suits, or other department issued and approved uniform items may be worn when assignments would require their use in place of the uniform of the day (e.g., call-backs, K-9 tracks and duties, forensic services, stake outs, and serving search warrants).

- F. Approved Headgear.

- 1) Department issued baseball caps may be worn as approved headgear.
- 2) During extreme weather conditions, the department issued hat may be worn. Department members may also wear black, U.S. Navy design wool watch caps during inclement weather. Department members shall obtain the approval of a supervisor prior to use.
- 3) Motor members shall be issued a motorcycle helmet that shall be worn at all times while operating a police motorcycle.
- 4) Campaign hats are approved headwear for traffic officers.

- G. Insignia. All uniform insignia will be properly placed on the uniform and securely attached to it in the prescribed manner.

- 1) Members will only wear those rank insignias appropriate to their rank.
- 2) The standard department shoulder patch will be worn on all uniform shirts, jackets, coveralls, and coats, on both shoulders, centered ½ inch below the shoulder seam.

- 3) Chevrons will be worn with the center point up, one on each sleeve of all shirts, coveralls, jackets and coats. The point will be centered on the department shoulder patch. The point shall be one inch below the shoulder patch, unless the sleeve's length requires the point and shoulder patch to be closer together.
 - 4) Rank insignias will be worn on the front of the collar of uniform shirts. Rank devices will be worn on the epaulets of all jackets and coats that have them, approximately $\frac{3}{4}$ inch up from the arm seam and on the shoulders of the foul weather coat. Rank insignias may be of metal or metallic cloth.
 - 5) Division insignia and/or special unit designations, approved by the Chief of Police, shall be worn above the right breast pocket flap of the uniform shirt or shall be sewn on each sleeve one inch below the shoulder patch.
- H. Badges. One badge will be issued to every sworn member. Cloth badges shall be sewn to the outside of the uniform jackets. They shall be worn on the left breast of the shirt and coat.
- I. Designated award ribbons, approved by the Chief of Police, may be worn above the right breast pocket flap of the uniform shirt.
- 1) Members shall not wear pins, stickers, jewelry, or other items that are not directly work related without gaining pre-approval from the Chief of Police.
- J. Nameplates. Department members who have been issued metal nameplates will wear it centered, on the flap of the right breast pocket of the uniform shirt. Uniformed, non-sworn members will wear their nameplate on their outermost uniform garment.
- 1) Uniformed members shall have their last names embroidered on their uniform shirts. The embroidered name will be approximately $\frac{1}{2}$ inch in height and located approximately $\frac{3}{4}$ inch centered above the right breast pocket of the uniform shirt. The embroidered font will be uppercase standard block. The black nameplate issued these members will be reserved for use on outer garments only.
- K. Timepiece. Members must be able to readily and accurately determine the time while on duty.
- L. Uniform Trouser Belt. The member's uniform trouser belt shall be black in color, plain or basket weave leather, or nylon, and depending upon rank either a plain chrome or gold finish buckle and belt snaps. It shall be of sufficient width and thickness as to provide reasonable support for the trousers and duty belt.
- M. Footgear.

- 1) Uniformed members may wear either shoes or boots that are clean, black in color, and capable of being shined. Footwear shall have no ornate stitching or extreme heel or fancy toe style. Socks shall be black in color, if visible. Boots will be no more than 12 inches in height.
- 2) Motor members will wear the English field or riding boots with rounded toe and black heel, with the pant legs worn inside the boot.
- 3) Members in specialized units may wear alternate footwear that is approved by the department.
- 4) Uniformed, non-sworn member's footgear must be of conservative style, black, navy blue, or dark brown in color. Socks will be black, navy blue, or dark brown in color.

N. Gloves. Plain black wrist-length gloves may be worn with the uniform.

O. Administrative Members. Administrative and command members may, with approval of the Police Chief, omit the duty gun belt and carry a department approved firearm and black holster, both of appropriate length and good condition. The weapon shall be worn on the strong hand side with the butt to the rear.

P. Court Apparel. "Court" shall include any judicial proceedings in municipal, justice, district, or circuit court; grand jury; and any other official criminal, civil, or administrative hearings attended in connection with department employment. Uniformed members are encouraged to testify in court in uniform when their testimony concerns their performance of duty as a uniformed member. When civilian attire is worn, it must be suitable, and appropriate for the proceeding. Sport shirts or open collars without a tie for male members are not permitted.

Q. Duty Gun Belt. Whenever possible, the duty gun belt shall be department issue and of the type approved by the department and will be part of the uniform. It must be worn in the prescribed manner and kept in good condition. The gun belt shall be 2½ inches wide, black basket stamped leather, or black nylon material, and will be worn with the buckle centered in the front of the body. Gun belt "keepers" will be worn as necessary to keep the gun belt from sagging or slipping, unless the items are held in place by velcro.

R. Duty Holster. The duty holster shall be department issue, or approved by the Chief of Police. Duty holsters will be of the approved type and will be a part of the duty gun belt and uniform. Duty holsters must be worn in the prescribed manner and kept in good condition. It will be of black basket stamped leather or nylon material and will be mounted on the belt so that the butt of the weapon is placed to the rear. Holsters will be worn on the strong hand side with the strap or snap securely fastened to secure the weapon in the holster.

S. Duty Gun Belt and Holster Accouterments. All issued duty gun belt accouterments attached thereto will be of same material and finish. Other personal accouterments shall

be of the same basic color, finish, and material, and must be approved by the Training Division.

T. Wearing Duty Gun Belt. The duty gun belt shall be worn level around the waist with the holster and approved accouterments aligned appropriately for the ease of the individual member:

- 1) Ammunition magazine pouch may be single or double compartment with a single snap or Velcro;
- 2) Folding knife with sheath and/or Leatherman type utility tool (optional);
- 3) Handcuffs with key and handcuff case;
- 4) Aerosol subject restraint and holster;
- 5) Portable radio and holster or holder;
- 6) Flashlight, cell phone or pager and holder(s), and expandable baton in approved cases;
- 7) Straight baton and baton ring may be carried by specialized units;
- 8) Keepers distributed about the belt to ensure a comfortable fit and neat appearance;
- 9) Measuring tape and latex glove holder (optional);
- 10) Key ring holder (optional); and
- 11) Other items appropriate and approved for the assignment.

U. Baton. Sworn, uniformed members must carry a department issued and approved expandable baton once the department has provided appropriate training in the use of the baton. This requirement includes reserve members who have completed the reserve academy and excludes all cadets and command members assigned to field services.

V. Identification Cards. Members are issued two identification cards – one from the City of Beaverton for access into city facilities, and one from the Training Division as proof of identity for work related purposes. While on duty, members shall have at least one of the identification cards on their person. Carrying the badge and identification cards off-duty is optional. The identification card(s) and any other means of identification shall be displayed whenever the identity of the member is questioned. Members shall not lend their identification cards or badges to other persons, or permit these items to be photographed or reproduced without the approval of the Chief of Police.

W. Display of Identification Cards. All members shall display their city issued identification card when not in uniform while upon the premises of the Beaverton Police Department. The identification card may be clipped to the outer garment or worn on a department issued lanyard. This section applies to all police officers, records personnel, support personnel, reserve officers, and cadets.

4. **LOST ITEMS**. All members shall notify the department immediately if their badge, identification card, other uniform parts or accessories, or other equipment becomes lost or stolen.

5. **MANNER OF DRESS - CASUAL UNIFORM SHIRT**. Staff and designated program members (e.g., school resource officers, training officers, community policing officers, reserves, etc.) may be issued polo style shirts to identify with the department when the official uniform is not necessary. Shirts are to be worn for department business only; no off-duty use is permitted, unless approved by a supervisor. Shirt purchases must be approved by the Chief of Police.

6. **MANNER OF DRESS - CIVILIAN CLOTHING**. Members of the department who are permitted to wear civilian clothing during a tour of duty (i.e., criminal investigation, light duty, etc.) shall wear such civilian clothing as conforms to standards normally worn by office members in private business firms within the city unless otherwise directed. Other types of clothing may be prescribed when necessary to meet a particular law enforcement objective. All articles of civilian clothing worn on duty shall be neat, clean, well pressed, and in good repair, except as warranted by a particular assignment. Members of the department while attired in civilian clothes shall not openly display their firearm in public view outside the police facility except as provided for in the firearms policy.

7. **MANNER OF DRESS - RECORDS DIVISION**. Members of the Records Division will be issued shirts by the department to identify themselves as members of the agency. Shirts will be issued in short and long sleeve styles with the agency's insignia. Members of the Records Division shall wear navy blue pants. The shirt and pant styles, as well as the colors, must be approved by the Chief of Police.

Chief of Police

Date